



# STATE OF NEVADA

Department of Conservation & Natural Resources

DIVISION OF ENVIRONMENTAL PROTECTION

Kenny C. Guinn, Governor

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**November 2005**

## **NOTICE TO SUBMIT THE 2005 BIENNIAL HAZARDOUS WASTE REPORT**

This letter serves as notice to you that the 2005 Hazardous Waste Report must be submitted to the Nevada Division of Environmental Protection (NDEP) by March 1, 2006, as specified in Nevada Administrative Code (NAC) Section 444.8675. The report details the type and amount of hazardous waste that was generated onsite, shipped off-site and/or received from off-site during the reporting year. **PLEASE READ THIS ENTIRE NOTICE BEFORE BEGINNING YOUR HAZARDOUS WASTE REPORT.**

All owners or operators of businesses or sites that generated, treated, stored or disposed of hazardous waste, and/or held an active hazardous waste identification number issued by the U.S. Environmental Protection Agency or the Nevada Division of Environmental Protection during the year 2005, are required to complete and submit a Hazardous Waste Report as follows:

**Conditionally exempt small quantity generators (CESQG)** (generating less than 220 lbs in any single month) **non-handlers and periodic generators** (facilities that generate hazardous waste only occasionally) complete the:

- Nevada Conditionally Exempt Small Quantity Generator (CESQG) report form (included in this mailing) or the
- RCRA Subtitle C Site Identification Form (8700-13A/B) (3 pages)  
The 8700-13A/B Form may also be obtained from the USEPA website at [www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm](http://www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm) or by contacting the University of Nevada, Reno, Nevada Small Business Development Center's Business Environmental Program at (800) 882-3233 or (775) 689-6688.

**Small quantity generators (SQG)** (generators of 220 – 2,200 lbs in any single month) complete at a minimum:

- RCRA Subtitle C Site Identification Form (3 pages)
- 1 - Form GM for each reportable hazardous waste chemical/stream generated, and
- 1 - Form OI listing all transporters and receiving facilities.

**All SQGs are encouraged to use the free software from the Florida Department of Environmental Protection that may be accessed through the following link at**  
[www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)

SQGs may also use the hard copy report instructions booklet that is available on a "first come, first served" basis by contacting the Business Environmental Program at (800) 882-3233 or (775) 689-6688. A copy of the instructions and forms from the EPA website may also be obtained at [www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm](http://www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm).

**Large quantity generators (LQG)** (more than 2,200 lbs in any single month) complete at a minimum:

- RCRA Subtitle C Site Identification Form (3 pages)
- 1 - Form GM for each reportable hazardous waste chemical/stream generated, and
- 1 - Form OI listing all transporters and receiving facilities.

**Treatment, storage, and disposal (TSD) facilities complete at a minimum:**

- RCRA Subtitle C Site Identification Form (3 pages)
- 1 - Form GM for each reportable hazardous waste chemical generated
- 1 - Form WR listing all hazardous waste received from an off-site HW generator, and
- 1 - Form OL.

**All LQG and TSD sites are required to submit their report (1) on a 3.5" computer diskette, or (2) on a CD-Rom, or (3) as a "flat file" attachment in an email to [brs@unr.edu](mailto:brs@unr.edu), by using the free software provided by the Florida Department of Environmental Protection. The software may be obtained as follows:**

- Download the software from:  
[www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)
- If you are currently classified as a LQG or TSD, a CD-Rom with the free reporting software is enclosed in this packet.
- Request a Free CD-Rom by contacting the Business Environmental Program at (800)-882-3233 or (775) 689-6688.

All reports submitted via 3.5" diskette or CD-ROM must include a printed copy of the RCRA Subtitle C Site Identification Form. Sites that submit their report by electronic email must also submit a printed copy of the RCRA Subtitle C Site Identification Form. The RCRA Subtitle C Site Identification Form must include your Company name, EPA Identification Number, Contact Name and Phone Number.

**All reporters must send their completed report to:**

Nevada Division of Environmental Protection  
Bureau of Waste Management Biennial Hazardous Waste Program  
901 S Stewart St, Suite 4001  
Carson City, Nevada 89701-5249

**Reports submitted as a "flat file" attachment to an Email should be sent to: [brs@unr.edu](mailto:brs@unr.edu)**

**Additional Information:**

- A FREE training seminar will be conducted to assist you in completing the 2005 Hazardous Waste Report forms. See the enclosed announcement for dates, times and locations.
- As a reminder, sites are required by law to keep copies of their report for three years after the filing date.
- If your site is no longer generating hazardous waste and you wish to place the EPA Identification Number in an inactive status, please follow the instructions included with this document.
- If you are unsure what your EPA Identification Number is please either look at the mailing label of the envelope accompanying this letter or call the Business Environmental Program for assistance.
- If your waste is picked up by a contractual service, YOU are the legal generator of the waste and YOU are required to fill out the hazardous waste report.
- If you are using the booklet or enclosed form, make additional copies of the forms that you will need before you begin filling them out.
- Do not report non-RCRA, non-hazardous waste streams such as exempt wastewaters, asbestos, PCB's or used oil, used antifreeze, etc.
- Complete all the forms in their entirety.
- Use only valid codes (EPA hazardous waste codes, form code, management method code, etc.) from the lists provided in the 2005 Hazardous Waste Report instructions.

**Enclosures:**

Deactivation of EPA ID # Instructions  
CESQG Form (if you are currently a CESQG)  
Business Environmental Program Training Brochure  
Reporting Software CD Rom